ISTEP+ Barcode Labels (DOE-ISTEPBAR)   **Version 08.16.07**

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+ exam during the 2007-2008 testing cycle. The bar code labels will help reduce the time requirements of the exam and will also ensure more accurate student information by helping to eliminate common bubbling errors related to the Student Information Questionnaire.

Audience

Public schools, accredited Nonpublic schools and Charter schools should report data for students taking the ISTEP+ exam in grades 3-10. The ISTEP+ Coordinator for your district should assist with the collection of the data and the sort selection of the labels.

Instructions

Complete a data file using the file layout given below. Include all students in your school(s) that you expect to be taking the ISTEP+ exam during the next testing cycle. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described. **In addition, students reported in this file must already have an existing STN number in the STN Lookup.**

The **first collection period** will begin on **July 27, 2007** and last until **August 27, 2007 8:00 a.m. (EDT)**, which is the **final** date for submission. During this time you are required to submit the file to the Department of Education using the STN Application Center, check the processing results for errors, and check the reports in the message center for accuracy. During this period you and your *ISTEP+ Coordinator* are responsible to determine the sort order for the ISTEP+ labels to complete the signoff period. The labels will be printed and returned to the *ISTEP+ Coordinator* in the order selected. The ISTEP+ Barcode Labels Sort Selection can be found in the Application Center under Data Transfer. A sample of the results of the sort selection can be viewed immediately. Users with corporation logins can review the order selected for all schools in their corporation. The default sort order (indicated below by DEFAULT) will be automatically selected and used unless you choose sort numbers 2 or 3.
The 3 choices available for the sort order are:
1. Sort by school, teacher name or equivalent in field 3, student last name, student first name (DEFAULT)
2. Sort by school, grade, student last name, student first name (from the DOE-PS and DOE-STNLookup)
3. Sort by school, grade, teacher name or equivalent in field 3, student last name, student first name

If there are any errors or inaccuracies you may correct your data file and transmit the file again until 8:00 a.m. (EDT) on August 27, 2007.

The **signoff period** for this collection will begin on **August 20, 2007** and end on **August 27, 2007 at 8:00 A.M**. Data transfer and sort selection remain open during this period.

A **second collection period** will be available August 28, 2007 through September 5, 2007 at 8:00 a.m. (EST). This collection period will be for **new data only, no updates will be allowed.** Submit data during this collection period that was not submitted in the first collection period.

Corrections to data submitted during the first and second collection period can be corrected using the ISTEP-BAR-C data layout which will open Sept 6, 2007. Only specific fields can be updated. No new data accepted.

ISTEP+ Bar Code Labels Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	School Number	4	State Assigned School ID Required Field: YES	School building where the student is enrolled.
2 B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	
3 C	Teacher Name	30	Allowable Characters Are: 0 – 9, A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space Required Field: NO	This field is used for sorting the ISTEP labels. If you have sorting requirements that involve using the Teacher Name then this field MUST contain the teacher name or equivalent. A suggested format: Last Name then First Name NOTE: No Comma allowed between names.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
4 D	Special Code R	1	Optional sort field for local use **Allowable Characters Are:** 0-9 Blank or Space = Not Coded **Required Field:** NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
5 E	Special Code S	1	Optional sort field for local use **Allowable Characters Are:** 0-9 Blank or Space = Not Coded **Required Field:** NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
6 F	Special Code T	1	Optional sort field for local use **Allowable Characters Are:** 0-9 Blank or Space = Not Coded **Required Field:** NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
7 G	Unassigned	20	Optional sort field for local use **Allowable Characters Are:** 0-9, A – Z, a-z Blank or Space = Not Coded **Required Field:** NO	For use by the local ISTEP test coordinator in order to facilitate additional sorting of the ISTEP test results beyond what is capable with the Special Codes R, S, and T.
8 H	English/Language Arts Accommodations	1	**Allowable Codes Are:** Y = Yes N = No Blank or Space = No **Required Field**: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in English/language arts that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.
9 I	Mathematics Accommodations	1	**Allowable Codes Are:** Y = Yes N = No Blank or Space = No **Required Field**: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in mathematics that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.
10 J	Science Accommodations	1	**Allowable Codes Are:** Y = Yes N = No Blank or Space = No **Required Field**: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in science that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
11 K	Grade Level	2	**Allowable Codes Are:** 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult **Required Field**: Yes	**13 =Grade 12+/Adult**: These may be students who received *Certificates of Achievement* or *Course Completion* and who have returned for further education and to possibly earn a regular or other diploma.
12 L	Special Education Participant	1	Does this student have an individualized education plan (IEP)? **Allowable Codes Are:** Y = Yes N = No or not applicable **Required Field**: Yes	Is this student officially considered to be participating in a Special Education Program?

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	Primary Exceptionality	2	Exceptionality area that describes the special education student's **primary** eligibility classification.
			
			Allowable Codes Are:
			01 = Multiple Disabilities
			02 = Orthopedic Impairment
			03 = Visual Impairment
			04 = Hearing Impairment
			05 = Emotional Disability
			   (Full Time)
			06 = Emotional disability
			    (Other)
			07 = Learning disability
			08 = Developmental Delay
			   (Ages 3-5A only)
			09 = Communication disorder
			10 = Mild Mental disability
			11 = Moderate mental disability
			12 = Severe mental disability
			
			14 = Deaf-blind
			15 = Autism spectrum disorder
			16 = Traumatic brain injury
			17 = Other health impairment
			Blank or Space = Not Applicable
			
			Required Field: Yes, If the answer to Special Education Participant is yes, then this is a required field
				Local Special Education Directors can provide assistance with this data reporting.
				
				Age 3-5A, A 5A student is a student who is not eligible for school because their birth date falls after the official fall enrollment date for Kindergarten for this reporting year
				
				Code 13 omitted

14 N	Section 504 Plan	1	Is the student served by Section 504 Plan? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Section504 Plan allows a student that does not have an IEP to take the ISTEP test with accommodations.
15 O	Corporation Assigned Student Id	15	Non-STN identifier assigned to the student by the school or corporation. Can be blank when not applicable **Required Field**: No	This field is for schools that use a locally assigned student id, other than the STN Number, for their local records and would like it included with the ISTEP information. This will be used for ISTEP labels.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
16 P	**Socio-economic Status (SES)**	1	Is the student approved for free or reduced lunch? **Allowable Codes Are:** 1 = Student approved for free Meals/milk 2 = Student approved for Reduced price meals 3 = Student not approved for free or reduced meals/milk **Required Field:** Yes	
17 Q	**Language Minority Status** **Also referred to as Limited English Proficient (LEP, ESL, or ELL)**	1	Which proficiency code best describes the language minority student? **Allowable Codes Are:** 1 = Fluent English Proficient (FEP) 2 = Limited English Proficient (LEP) 3 = Native English Speaker (immigrant only) (counted as FEP) Blank = Not a language minority student **Required Field**: YES	**FEP**: A language minority student is considered to be FEP if the student's English language abilities are "near native" or "native-like", as determined by English language proficiency instrument, and if the student's academic performance in English is at grade level. English Language Proficiency Level 5 only allowed for FEP students. See DOE-LM Language Minority data layout for reference. **LEP**: A language minority student is considered to be LEP if the student's English abilities are limited (or non-existent), as determined by an English language proficiency instrument, and if the student's academic performance in English is not at grade level. English Language Proficiency Levels 1 through 4 allowed for LEP students. Only LEP students generate funds**. See DOE-LM Language Minority data layout for reference. Code 3 was added in 06-07 on the DOE-LM Language Minority and Immigrant Report to correctly qualify immigrants. This code will remain allowable and be converted to a code 1 FEP. Note: Spreadsheet users, refer to the frequently asked questions for hints on keeping the last column when blank to achieve correct number of fields.

References:

STN Lookup Data Layout – MUST be submitted prior to this collection for students new to Indiana Education system.

ISTEP+ Info Center http://www.doe.state.in.us/istep/welcome.htm

Language Minority and Immigrants (DOE-LM) data layout.

Frequently Asked Questions: http://www.doe.state.in.us/stn/faq/welcome.html

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,000102001,Johnson Teacher,1,2,3,,N,Y,N,03,Y,17,Y, ,1,1

Positional Format

```
        10        20        30        40        50        60        70        80        90       100       110       120       130
0001000102001Johnson Teacher            123                      NYN03Y17Y                  11
```

E(x)tensible Markup Language (XML) Format

NOTE: All XML layouts require the Corporation ID, which is the state assigned corporation number. 8800 is example only.

```
<XIF_ISTEPData>
        <Corporation Id="8800">
                <School Id="0001">
                        <Student STN="000102001">
                                <SchoolUse Grade="03" TeacherName="Johnson Teacher" StudentId="002012346"
                                        SpecialCodeR="1" SpecialCodeS="2" SpecialCodeT="3" Unassigned="" />
                                <Accomodations English="N" Math="Y" Science="N" />
                                <Demographics SpecialEducation="Y" Exception="17" Section504Plan="N"
                                        LEP="1" SocioEconStatus="1" />
                        </Student>
                </School>
        </Corporation>
</XIF_ISTEPData>
```

Change History

The following section contains a history of changes made to the ISTEP Data Layout from the prior version.

Version Number	Notes
08.16.07	Dates changed to EDT, signoff period changed to 27th.
07.30.07	Date change on collection periods.
07.23.07	Dates of collection changed to preliminary dates for 2007-08 Field17 Language Minority Status added code 3 for consistency between collections, note added for keeping the last field for spreadsheet (excel) users.
	Start of 07-08 Collection
08.21.06	Alphanumeric codes entered in field order #1.
07.24.06	Language Minority Status, field 17, changed per posting of the DOE-LM to insure consistency of the data collected. DOE-LM added to reference section.
07.10.06	Invalid grade levels for ISTEP testing removed. Each file format changed for new data fields.
05.30.06	Added Fields 11-17, once collected on the DOE-PS. DOE-PS submission no longer required
	Start of 06-07 Collection
07.20.05	Due Dates changed. XML Tag StudentId removed. Audience section added. Signoff period added. Sort selection enhanced.
	Start of 05-06 Collection
11.01.04	Incorporating data from the DOE-PS, specific fields omitted.